



Wisconsin Office of Justice Assistance
1 S. Pinckney Street, Suite 615
Madison, WI 53703-3220

Scott Walker
Governor

Homeland Security
WISCOM Daily User Equipment Grant

Grant Announcement

**Applications must be submitted through
Egrants on or before August 18, 2011**

Amended on July 11, 2011 to extend application date and grant period.



Important Contact Information for this Grant Opportunity:

Interoperability Project: Jennifer Lord (608) 264-7883
jennifer.lord@wisconsin.gov

Budget/Fiscal: Shannon Ladwig (608) 261-7015
Shannon.Ladwig@wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: OJAEgrants@wi.gov
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website: <http://oja.wi.gov>.

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Homeland Security

Grant Title: WISCOM Daily User Equipment Grant

Description: The purpose of this program is to provide portable and mobile public safety radios to public safety agencies that have participated in the WISCOM Concept Paper project and wish to become daily users of WISCOM.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: August 18, 2011

Project Start Date: June 1, 2011

Project End Date: December 30, 2011

Anticipated Funding Amount: Approximately \$200,000 per applicant. Funds are available through the 2008 State Homeland Security Grant.

Match/Cost Sharing Requirement: Any amount that exceeds the maximum reimbursement available will be considered a local contribution.

Eligibility: This is a one time funding opportunity that the following jurisdictions are eligible to apply: Iowa County, Kewaunee County, City of Fond Du Lac, Douglas County and Taylor County. Only one application per jurisdiction may be submitted.

Regional Statewide Communications Interoperability Plan (SCIP) Implementation Councils Participation Requirement- Eligibility for this funding announcement requires participation in an interoperability regional council. Counties that have not demonstrated participation in a regional council will have a special condition requiring that participation be documented to OJA by the designated regional interoperability planner before radios are purchased. To find your regional interoperability planner, please visit:
<http://www.interop.wi.gov/docview.asp?docid=20217&locid=166>

Eligible Expenses: Allowable expenses include eligible portable and mobile public safety radios. Detailed information on eligible expenses is provided in the full announcement. All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

WISCOM Daily User Equipment Grant

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response, and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

One of Wisconsin's top priorities is to resolve existing communications interoperability issues and improve voice communications among emergency response agencies and disciplines throughout the state. Through this grant opportunity, we will move closer to achieving the short-term goal of ensuring that all public safety agencies in the state have access to common mutual aid channels.

The purpose of this program is to provide portable and mobile public safety radios to public safety agencies that have participated in the WISCOM Concept Paper project and wish to become daily users of WISCOM.

Award Information

Approximately \$1 million is available. Upon application approval, the applicant agency's project director will receive a paper grant award document by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the self registration process. On the account registration site, you will have a choice between the OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The OJA help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the OJA website (Egrants page). If you have any problems using Egrants, please contact our help desk at OJAEgrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Jennifer Lord at 608-264-7883 or at jennifer.lord@wi.gov.

1) Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]”

Responses to this section will be used on the OJA website, cited in OJA reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2) Approval Checklist

Answer Yes or No to each question.

3) Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4) Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Budget categories allowable for this grant include:

Equipment: Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations. The allowable categories and equipment standards are listed on the web-based version of the Authorized Equipment List (AEL) at <https://www.rkb.us>. Please specify the population of each community as well as the required percentage match for the requested equipment. The percentage match for your community is located on attachment A.

Other (M&A): To compensate for additional administrative costs, County or Tribal emergency management offices or other county-level applicants can apply for an additional 3.0% of their total requested amount to cover additional administrative costs. Administrative costs may include:

Staffing costs

- a. Part time staff paid for additional hours
- b. Full-time staff paid overtime hours
- c. LTE, contract or temporary staff

Travel and meeting related expenses (at State of Wisconsin rates)

Authorized office equipment and supplies

Recurring expenses such as those associated with cell phones and faxes during the period of performance which ends July 31, 2011.

Leasing or renting of space for newly hired personnel during the period of performance

Personnel labor costs for salaried employees are not eligible for reimbursement due to the Supplanting prohibition.

5) Budget Narrative

Please describe how your budget relates to the overall program/project strategy to implement daily public safety voice radio communications onto WISCOM. Describe how those radios will be distributed among participating agencies, ensuring improved interoperability. OJA will be looking for consensus among participating agencies over the distribution of funded subscriber radios. Provide information how that consensus is demonstrated.

Eligible Expenses

Please keep the following requirements in mind:

1. New Radio Requirements

- Compliant with current P25 standards Phase 1, Version 2
- Equipment must qualify for WISCOM operation through the Subscriber Certification Program.
- Capable of operating on 2 or more digital trunked systems
- AMBE+2 Vocoder
- P25 digital trunking enabled
- Provide 512 channel minimum capacity
- Minimum capability of 128 control channels
- Capable of Alphanumeric Display
- 138-174 MHz band spread
- Wideband antenna (139-169 MHz or better)
- Programmed according to Statewide Mutual Aid Frequency Plan within the Statewide Communications Interoperability Plan (available for download on the Interoperability website at interop.wi.gov) with a minimum of 25 narrow banded statewide mutual aid channels.
- Programmed with the appropriate WISCOM talk groups

Any regular maintenance and/or calibration required to ensure the accuracy and dependability of the requested equipment must be completed in accordance with the manufacturer's recommendations and specifications.

2. Maximum Reimbursements Available

<u>Type of Radio</u>	<u>Maximum Reimbursement</u>
Portable Radios	\$2,000
Fixed and/or Mobile Radios (including dual control head radios)	\$3,500

In order to be reimbursed, the county or tribal emergency management office or other county-level applicant must submit a separate invoice for each agency.

- 3. Equipment requests should be based on need** and fit within the jurisdiction's preparedness plan as well as the Statewide Communication Interoperability Plan. Equipment under this grant should be deployed consistent with current mutual aid agreements in the jurisdiction.

4. Restrictions

Grant funds awarded under this program **may not** be used for the following:

- General-use computers and software, except as allowed under M&A costs
- General-use vehicles
- Licensing fees
- Weapon systems & ammunition
- Construction or renovation, except when it is a necessary component of a security system
- Hiring of public safety personnel for the purposes of fulfilling traditional public safety duties
- Equipment or activities unrelated to the implementation of the grant program and the State Homeland Security Strategy
- Items not in accordance with the authorized equipment list
- Items otherwise budgeted for with local funds

Application Review and Award Criteria

All applications must be submitted on or before the deadline identified in this grant announcement. Applications will be screened for completeness and compliance with the instructions provided in this grant announcements. Applications may be returned as necessary for corrections. Funding preference will be given based on the following:

- Applicant must certify in writing that all law enforcement, fire, emergency medical service, and emergency management organizations in their jurisdiction has received enough radios to fully conduct day to day operations on WISCOM before radios can be purchased for other types of agencies.

Past performance in previous grant management will influence funding decisions.

- Those agencies that returned (unused) 40% of grant award funds in prior homeland security grant programs will be considered after agencies that make effective use of prior awards.
- Those agencies that did not comply with past grant requirements or failed to close prior homeland security grant awards by the grant deadline will be considered after agencies that made the deadline initially established in the grant award letter.

A signed award document will be mailed within approximately 30 days, and until that time the grant is subject to re-allocation.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. The following special conditions are required as part of the grant:

- 1) **P25 Compliance: All communications equipment purchased through this grant must be compliant with the ANSI/TIA/EIAA-102 Phase 1, Version 2 (Project 25 or P25) suite of standards. Radios must be trunking enabled.** To ensure that public safety first responders can communicate effectively in times of emergency, this requirement applies to all government owned or leased land mobile public safety radio equipment purchased with grant funds administered by OJA.
- 2) **Equipment Training:** Agencies that receive funding for radio replacement are required to deliver training to users on proper mutual aid channel usage and full-functionality of the radio equipment purchased under this program. **Grant funds for training may not be requested for this purpose.** Where applicable training must incorporate and follow the standards established by the National Incident Management System (NIMS), including the use of plain talk.
- 3) **Property Disposal or Transfer:** Equipment shall be maintained and available for use as intended by the grant for the duration of its useful life. Disposal of equipment must follow all applicable state, federal, and local guidelines. The grantee must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of equipment at or near the end of its useful life will be considered program revenue and must be reinvested into eligible homeland security expenses. Equipment must remain in use by the requesting agency during its useful life. Any transfer of ownership requires written notification to the OJA Interoperability Coordinator.
- 4) **WISCOM Reprogramming:** If necessary, the grant recipient is required to reprogram any radio acquired through this procurement at their own cost once the Wisconsin Interoperable System for Communications (WISCOM) is operational (must be reprogrammed no later than December 31, 2011). For information about WISCOM, please visit www.interop.wi.gov

- 5) **WISCOM Use Requirement:** The grant recipients agree to remain Level 3 and 5 users of WISCOM for at least 10 years from the first day of Level 3 and 5 usages for daily operation. After that date, the equipment procured with this grant may be repurposed as determined by the grant recipients.
- 6) **System Use Agreement:** Recipients agree that a co-signed “System Use Agreement” will be negotiated with the Statewide System Management Group by July 1, 2011 and prior to any grant funding expenditure or contractual obligation. The deadline can be adjusted with OJA pre-approval.

All personnel who utilize equipment purchased with this grant must receive training either through the vendor or other competent source specific to that piece of equipment. Training must comply with the standards identified under 29 CFR 1910.120, as applicable.

Additional Resources

Additional information about the Office of Justice Assistance and resources to assist with Egrants is available as follows:

- Wisconsin Interoperability Initiative: <http://interop.wi.gov>
- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

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